



**STATE OF HAWAII
DEPARTMENT OF TAXATION
VACANCY ANNOUNCEMENT**

OPENING DATE: OCTOBER 2, 2005

LAST DAY TO FILE APPLICATION: Continuous Until Needs Are Met

POSITION TITLE AND SALARY: **DELINQUENT TAX COLLECTION ASSISTANT III, \$3,055/mo (SR-20)**

RECRUITMENT NUMBER: 05-05

LOCATION OF VACANCY: Department of Taxation - Downtown Honolulu

***SUMMARY OF DUTIES:**

Supervises a field collection section engaged in collecting delinquent taxes; recommends approval or disapproval for recommendations made by subordinates; reviews unusual cases and advises and assists subordinates regarding methods and investigative techniques to be utilized; and performs other related duties as required. This position involves responsibility for supervising a relatively large staff of lower level delinquent tax collection assistants engaged in the collection of delinquent taxes through field contacts. This includes, but is not limited to, planning, assigning, and reviewing the work of subordinate staff; providing assistance and advice to subordinates in the handling of difficult and controversial cases; recommends approval or disapproval on recommendations made by subordinates with regards to part-payments agreements, write-offs, legal actions, foreclosures, offer in compromise claims, etc.; reviews financial statements such as balance sheets, profit and loss statements, general ledgers, and other books of accounts to determine the financial condition of the taxpayer and the taxpayer's business; verifies information on financial statements by contacting various private and public agencies; checks with business and other acquaintances of the taxpayer to determine whether assets have been concealed or transferred to others, develops and implements procedures for processing and closing cases; conducts meetings in order to assure uniform and unified program emphasis; interprets policies for cases that lack precedent or guidelines; assists in seizing and inventorying assets, fixing values on assets and setting minimum bids, and posting notices and conducting public actions; and reviews uncollectible accounts and determines whether further collection efforts should be made or whether the accounts should be written off.

***MINIMUM QUALIFICATION REQUIREMENTS:**

General Experience:

Four (4) years of progressively responsible experience in one or a combination of the following, which included arithmetic computations:

- 1) Public contact work experience which involved interviewing and investigating; or
- 2) Clerical experience which provided a familiarity with State and/or Federal tax laws and regulations and with methods, practices and procedures of tax work.

Specialized Experience:

Three (3) years of experience in the tax field which required the application of tax laws and related regulations and procedures in collecting current or delinquent taxes, in preparing tax returns, or in determining tax liability.

At least one of the three years must have been comparable to the Delinquent Tax Collection Assistant II level – performing complex delinquent tax collection assignments such as foreclosures, offer in compromise claims, escrow, etc., and handling delinquent collection from such establishments as large businesses, foreign corporations, etc.

Substitutions Allowed:

Excess experience of the type and quality described in "Specialized Experience" above may be substituted for "General Experience" on a year for year basis.

HOW TO APPLY:

Applications may be picked up at: Department of Taxation
Personnel Office
830 Punchbowl St., Room 217
Honolulu

Applications may be dropped off at the address listed above, or mailed to: Dept. of Taxation, Personnel Office, P.O. Box 259, Honolulu, Hawaii 96809

If you are unable to pick up an application, you may have one mailed to you by calling 587-1503 (587-1417 TTY).

QUALITY OF EXPERIENCE: Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid and unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. **Provide a detailed description of your duties and responsibilities for all related experience.** If you worked on a part-time basis, indicate your average number of hours worked per week.

MERIT OR CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements, including education, experience, and other public employment requirements for State Civil Service employment.

CITIZENSHIP REQUIREMENT: You must be a citizen, permanent resident alien, national of the United States, or a non-citizen with unrestricted employment authorization from the U.S. Immigration & Naturalization Service.

RESIDENCE REQUIREMENT: You must be a legal resident of the State of Hawaii at the time of application. If there is a question regarding your residence status, it is your responsibility to provide documentary evidence of abandonment of your previous residence and/or establishment of Hawaii residence.

VETERAN'S PREFERENCE: If you are claiming the 5 or 10 points Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform the duties of the position efficiently. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodations should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

EXAMINATION: The examination for this recruitment will be conducted on an unassembled basis where the examination score is based on an evaluation and rating of your education and experience. It is therefore important that your employment application provide a clear and detailed description of the duties and responsibilities of each position you held.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination. The cost for all physical examinations shall be borne by the applicant and not the State of Hawaii.

NOTIFICATION: You will be notified, in writing, of your employment eligibility.

OTHER INFORMATION: The information you provide will be used to determine whether you meet public employment requirements and the minimum qualification requirements specified in this Vacancy Announcement.

INTERNAL COMPLAINT (ADMINISTRATIVE REVIEW)

If you do not agree with an action taken on your application, you should FIRST request an internal complaint (i.e., request a review) with the Department of Taxation. Your internal complaint must be postmarked within seven (7) working days following the date of your notice and must be made in writing to the Department of Taxation at the address listed on the front of this announcement. Your letter requesting the review must include: 1) the job title, recruitment number, and the specific reason(s) you are requesting the review, and 2) any additional information you want to submit to substantiate your request for a review. **If you do not submit your complaint/request within the seven work-day limit, no review will be conducted and you will have no further review or appeal rights.**

Appeal: If you do not agree with the internal complaint decision taken by the Department of Taxation, you may appeal to the State Merit Appeals Board within 20 days from the date of the action on the internal complaint. Appeals to the Board must be in writing and sent to the following address: *Merit Appeals Board, c/o Dept. of Human Resources Development, 235 S. Beretania St., Room 1303, Honolulu, HI 96813.* A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment. **AN INTERNAL COMPLAINT MUST HAVE BEEN COMPLETED BEFORE REQUESTING AN APPEAL.**

AN EQUAL OPPORTUNITY EMPLOYER

If you need a reasonable accommodation to participate in the application process, please call the Personnel Office at 587-1503 (voice), 587-1417 (TTY). A request for reasonable accommodation should be made no later than ten calendar days prior to the needed accommodations.